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DEPARTMENT OF EDUCATION TERRITORY OF ALASKA

ACCREDITED HIGH SCHOOLS

An accredited high school is one which has been inspected by the Commissioner of Education and found to offer the required curriculum with an adequate faculty, adequate facilities for instruction, and with that general intellectual and moral tone which are the marks of an efficiently organized and conducted school. A fully accredited four-year high school must meet the standards usually maintained in similar institutions throughout the United States.

The University of Washington has agreed to place on its accredited list all four-year Alaska high schools which have been inspected by the Commissioner of Education and which are recommended by him as doing standard work. Graduates from all such high schools are admitted to the University of Washington and other universities and colleges of the United States without examination.

High schools offering less than four years of work and which meet the requirements may be accredited by the Commissioner of Education for one, two or three years. They shall be known as standard one, two, or three year high schools as distinguished from four year accredited high schools.

STANDARDS GOVERNING THE ACCREDITING OF ALASKA HIGH SCHOOLS

1. No high school shall be accredited which does not require at least fifteen units for graduation, all of which shall be taken from the regular course of study as outlined by the Commissioner of Education. (A unit or credit is given for the completion of a subject of five recitations or their equivalent laboratory periods per week, pursued throughout a school year of not less than thirty-six weeks.)

2. All recitation periods, for classes of ten or more pupils, shall be at least forty-five minutes in length; for classes of not less than six or more than ten, at least forty minutes in length. Recitation periods of less than forty minutes must be approved by the Commissioner of Education. Two periods of laboratory work shall be considered of equal instructional value with one period of recitation. Schools adopting the supervised study plan should provide for recitation periods of not less than sixty minutes.

3. No high school shall be accredited which does not have at least three teachers giving their entire time to instruction and administration. The superintendent or principal may have time for supervising the work of teachers.

4. The minimum scholastic training of teachers of academic subjects in accredited four-year high schools shall be the completion of a standard college course.

5. Teachers of special subjects are required to possess such scholastic training as shall fit them to give instruction in the subjects which they present. Such subjects as music, art, manual training, household economics, physical education, commercial subjects, or such others as may be determined by the Commissioner of Education are to be considered as special subjects.

6. No high school shall be accredited in any community in which the standard of scholastic training required of teachers in the elementary school is not at least the completion of a four year high school course and one year in an approved normal or college with special attention to preparation for teaching.

7. No high school shall be accredited until in the opinion of the Commissioner of Education ample and suitable provision has been made for the proper education of the children in the elementary schools both as regards equipment and number and quality of the teaching force.

8. The number of daily periods of classroom instruction for each teacher shall not exceed six; Provided that a laboratory recitation of two periods shall be considered as the equivalent of one regular period of classroom instruction.

9. The laboratory and library facilities of accredited high schools shall be adequate to the needs of instruction in the subjects taught.

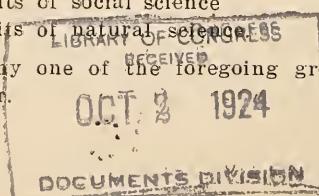
10. No high school shall be accredited which does not have at least twenty students enrolled in grades nine to twelve inclusive.

11. The location and construction of the building; the lighting, heating and ventilation of the rooms; the nature of laboratories, desks, apparatus, maps and illustrative material; and the general sanitary condition of the building and grounds shall be taken into consideration in placing any high school on the accredited list.

12. Every curriculum in accredited high schools shall involve the completion of at least two majors of three units each and two minors of two units each. The following will be deemed satisfactory major groups:

- 3 units of English
- 3 units of foreign language
- 3 units of mathematics
- 3 units of social science
- 3 units of natural science

Two units from any one of the foregoing groups of studies shall constitute a minor.



STANDARD ONE, TWO, AND THREE YEAR HIGH SCHOOLS

Following are the standards for three, two, and one-year high schools. The purpose of accrediting such high schools is that those completing the courses may have had an opportunity to do standard high school work and thus be admitted, without examination, to standard high schools, either in the Territory or the States, offering more advanced work.

Standards for these high schools are the same as those for four-year schools except as noted below:

Three-Year High Schools

1. Required units for completion of course, twelve.
2. Number of teachers giving their entire time to the work of instruction and supervision, two.
3. No definite requirement regarding enrollment.
4. Every curriculum shall contain one major of three units and at least two minors of two units each. Major and minor groups as listed under four-year accredited high schools are acceptable.

Two-Year High Schools

1. Required units for completion of course, eight.
2. Number of teachers giving their entire time to the work of instruction, one.
3. No requirement regarding enrollment.
4. Two minors of two units each shall be required in all curriculums.

One-Year High Schools

1. Required units for completion of course, four.
2. Number of teachers in whole system, at least two, one of whom shall give at least one-half time to the work of instruction in the high school.

GENERAL REQUIREMENTS AND SUGGESTIONS

1. All courses of study in high school, whether one, two, three or four year high schools, must be approved by the Commissioner of Education.
2. Four regular full unit subjects provide sufficient work for the average high school student. Students who are strong both physically and mentally, and who are well grounded in their general school work are sometimes able to carry a heavier course, altho this practice should be discouraged. Under no conditions should a student take more than five full unit subjects in one school year.
3. It is preferable to defer the study of early European history until the Tenth Grade, since by so doing pupils are better able to grasp the subject and are yet able to complete the full three-year course in history.
4. A high school should offer only such subjects as its facilities and teaching force will permit. A good elementary school and two years of standard high school work will fit a pupil for

life to a much higher degree than will a weak elementary school and a weak four year high school course.

5. It is not well for a high school having the minimum requirement of teachers to attempt too extensive a course of study.

6. High schools which are offering but one, two or three years of work but which have a sufficient enrollment to warrant the addition of another year should plan their course accordingly during the year prior to such addition.

7. Science classes should meet for at least seven periods in each week, thus providing for two double period recitations in laboratory work weekly.

8. Manual training, home economics, typewriting, book-keeping and other classes in which no particular preparation outside of the class-room is required, should meet for a double period five times each week if one full unit is to be given for the work. Where manual training or home economics are offered but two or three days in each week, one-half unit only shall be given. Where such subjects as book-keeping and typewriting are offered for but one period each day, one-half unit only shall be given. All other classes meet five periods per week.

9. No more than two units shall be allowed for work in each of the following subjects: Manual training, domestic science, typewriting, bookkeeping. Not more than one unit shall be allowed for work in each of the following subjects: Music, physical education.

10. Credit shall not be allowed for physics or chemistry if given before the third year of the course nor shall credit be allowed for United States history and civics if given before the third year of the course, except where the student may have taken the subject while in a two-year high school.

11. No credit shall be given for a semester of work in a one year subject.

12. No course of study offering a foreign language will be approved unless at least two units of that language are provided for. If, however, a student has completed satisfactorily one unit of a foreign language and in the judgment of the superintendent or principal he would not profit by further study of the subject, the unit completed may be credited toward the units required for graduation. In no case can this be permitted to occur with more than one language.

13. Accurate and complete records of attendance together with the class standing of all students should be kept, and in such form as to be conveniently referred to and safely preserved. Loose leaf record books such as those prepared by the S. Y. Gillan Co. are recommended.

14. No student having a grade of less than "B" in the majority of subjects, according to the marking system recommended below, should be certified to a university or college as capable of doing standard work.

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